

Richard Nixon Presidential Library  
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|-------------------|----------------------|----------------------|----------------------|--|
| 53                | 6                    | 01/11/1962           | Memo                 | To Bob Haldeman, from M Matthews. RE: Campaign contributions. Two additional copies attached. 1 pg         |
| 53                | 6                    | 01/11/1962           | Memo                 | To Bob Haldeman, from M Matthews. RE: Campaign contributions. Copy. Attached to previous. Not scanned      |
| 53                | 6                    | 01/11/1962           | Memo                 | To Bob Haldeman, from M Matthews. RE: Campaign contributions. Copy. Attached to previous. Not scanned      |
| 53                | 6                    | n.d.                 | Memo                 | To Bob Haldeman, from Marilyn Matthews. RE: Summary about processing campaign contributions attached. 1 pg |
| 53                | 6                    | 12/06/1961           | Memo                 | Procedure for handling Campaign Contributions. Attached to previous. 1 pg                                  |
| 53                | 6                    | n.d.                 | Letter               | Form letter: response from RN when receiving contributions in the mail. 1 pg                               |

12/61

Form 112  
(replacing form 105 -  
California contributors)

RN ack for people who write to him, and enclose a campaign contribution

Dear :

This is just a note to tell you how much I appreciate your writing as you did concerning my candidacy for Governor.

I am particularly grateful for your generous support of our efforts at this early date. We will keep in touch with you as our campaign plans develop.

In the meantime, any suggestions you may have on the decisions I will be making between now and the election will be most welcome.

With every good wish,

Sincerely,

D or DN

file - Campaign Contributions - Calif. - (MM)  
x-xcopy  
x-Campaign Treasurer (enclosure)  
x-BDavis - form 112 correspondence card + support M/L  
x- (folder if there is or should be one)

*file*  
January 11, 1962

MEMORANDUM

To: Bob Haldeman

From: MMatthews

Re: campaign contributions

(1) Attached (with a forwarding memo from you to J. R. White) is the bulk of the contributions not accompanied by a letter to RN which the HQ forwarded to the Mail Office during the time we thought all contributions were to be ack'd by RN. (These contributions are listed in the form White uses in his weekly report to RN.)

(2) Our understanding as to the handling of campaign contributions in the future is as follows:

See (1) above: From now on these contributions will be listed by the HQ and forwarded to J. R. White for acknowledgment; HQ will send a copy of the list (including name, address and amount) to the Mail Office so that our complete record of all contributions can be maintained.

As a general rule: Only contributions accompanied by a letter addressed to RN will be sent to Mail Office for RN acknowledgment; Mail Office will send these contributions to J. R. White with a copy of RN ack and will also send a copy of the RN ack to the HQ (to you or whoever you designate) for the HQ records.

(3) If this is OK, also attached is a copy of (1) above with pledgesheets, pledgecards, etc., that need HQ handling.

*discussed with MM  
1/19 - OK.*

*1/8.*

*given to  
Martha  
1/17/62*

from the desk of:

MARILYN MATTHEWS

*Case file*  
*MM*

12/7

To:  
Bob Haldeman

Attached is a ~~ls~~ summary of our understanding as to how campaign contributions will be processed and recorded.

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December 6, 1961

Procedure for handling Campaign Contributions

No contributions will be acknowledged over RN's signature unless the contribution is accompanied by a letter (note, etc.) from the donor to RN.

RN's reply to letters enclosing contributions will not mention the contribution as such (see basic form attached).

Checks, etc., received at the Headquarters will be forwarded to MM at the Mail Office (with any letter, pledgcard, etc., that may be enclosed, and envelope), who will have the contribution listed, noted on the pledgcard, return the pledgcard to HQ, and send the list with contributions to J. R. White, Campaign Treasure. White will acknowledge to the donor.

*Isn't this an extra step - why can't HQ send to White?*

Listing procedure:

(1) Contributions ack'd by RN, pledgcard enclosed:

Mail Office does not need to list: check will be sent to White with copy of RN ack; White sends a weekly total of this category to RN for our records; and pledge-card with contribution noted has already been returned to HQ by Mail Office.

(2) Contributions with pledgcard enclosed; but no letter to RN, so not ack'd by RN:

Mail Office will list, note on pledge-card, return pledgcard to HQ, and send contributions with list to White, who will ack to the donor.

(3) Contributions received by HQ, or RN offices, without a pledgcard or letter to RN:

Mail Office will list and forward the contributions to White with list, for White to acknowledge. (If he sends back a copy of his list of these, MM will make 'fax of White's list for HQ, omitting amount, so a note can be made on HQ's 4x6 card that the person contributed \$ to RN's campaign.) (If White doesn't send us a list of these, Mail Office will need to send a copy of our list to HQ, omitting the amounts, so HQ can record as contributors on 4x6 cards.)

(4) Contributions received directly by J. R. White:

White will acknowledge, list for us, and Mail Office will send copy to HQ, omitting the amounts, so HQ can record as contributors on 4x6 cards.)

copies for: Bob Haldeman  
Rose Woods